

City Auditorium Information Request Form

Name of Organization Renting Auditorium _____

Address of Organization _____

Contact Person (1) Name: _____ Phone # home _____ work _____

Contact Person (2) Name: _____ phone # home _____ work _____

Name of Performance _____

DATES REQUESTED

Rehearsals		Performances	
Dates	Start & End Times	Dates	Start & End Times
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A new questionnaire must be completed for each new production.

Contact Person and phone number for public's questions, if different from contacts listed above.

Name: _____ Phone Number: _____

Location/Business where tickets are being sold: _____ Ticket Sale's phone # _____

HOUSE MANAGER: _____ Telephone # _____

STAGE ELECTRICIAN: _____ Telephone # _____

SOUND TECHNICIAN: _____ Telephone # _____

WILL YOU BE USING THE BOSE SOUND SYSTEM?
YES NO

HAVE YOU SCHEDULED YOUR **PRE & POST INSPECTION**? Please call the Public Properties Division at 230-3851 to schedule a day and time. A key will not be released until this is done. Weekend Pre & Post Inspection will cost \$68.00. If two scheduled users are able to schedule their inspections concurrently, then each user will be billed one-half the cost.

Will you be serving Food or Drink? _____

Will you require the use of the Concert Piano? or Upright Piano? _____

Will you be using the Lobby area for any reason? _____

A \$500 clean-up/damage deposit must be paid in advance and is required by all groups. THERE ARE NO EXCEPTIONS! This deposit will be refunded after the post inspection providing the Audi is found to be damage free, all clean-up requirements are met and all accounts are settled.

PLEASE NOTE: This questionnaire must be completed and returned to Nina Piroso @ Public Properties before the event. If the required paperwork and payments are not returned by the deadline, we will assume that you do not want the facility and we will release your dates.

Thank you for your cooperation.

**General Services Department
Public Properties Division
125 Hall Street
Concord, New Hampshire 03301
603 230-3851
Please see page 2 for current Rate Schedule**

CONCORD AUDITORIUM RATE SCHEDULE

The rental rates for July 2010 - June 2011 season are as follows:

Type of Organization	Performance	Full Venue (2 or more performances in a day)	Rehearsal
Concord Resident Non-Profit	\$ 310	\$ 575	\$ 130 a day
Concord Resident Profit	\$ 575	\$ 1,135	\$ 130 a day
Non-Resident Non-Profit	\$ 575	\$ 1,135 paid in advance	\$ 130 a day
Non-Resident Profit	\$ 875	\$ 1,735 paid in advance	\$ 130 a day

The lobby rental rate is \$65.00 per 4-hour block. The lobby is not available for rental on weekends.

- **Confirmation by the renter is required 120 days prior. First time non-resident user fee must be fully paid upon reserving the facility. _**
- **For the Theatre, a cancellation fee will be charged for any cancellation from 120 to 90 days prior to scheduled event in the amount of 10% of the full charge; from 89 days to 30 days 40% of full charge; 29 days to 10 days 75% of full charge; nine days or less 100% of full charge.**
- **Cancellation fee for the lobby will be forfeiture of the full charge of the Lobby Fee if no other lobby rental is made for that time and date.**

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